

Procurement Dashboard Overview

The data in the Procurement dashboard is from the Cardinal Financial System Procurement Module.
The data represents VDOT purchase order transactions.

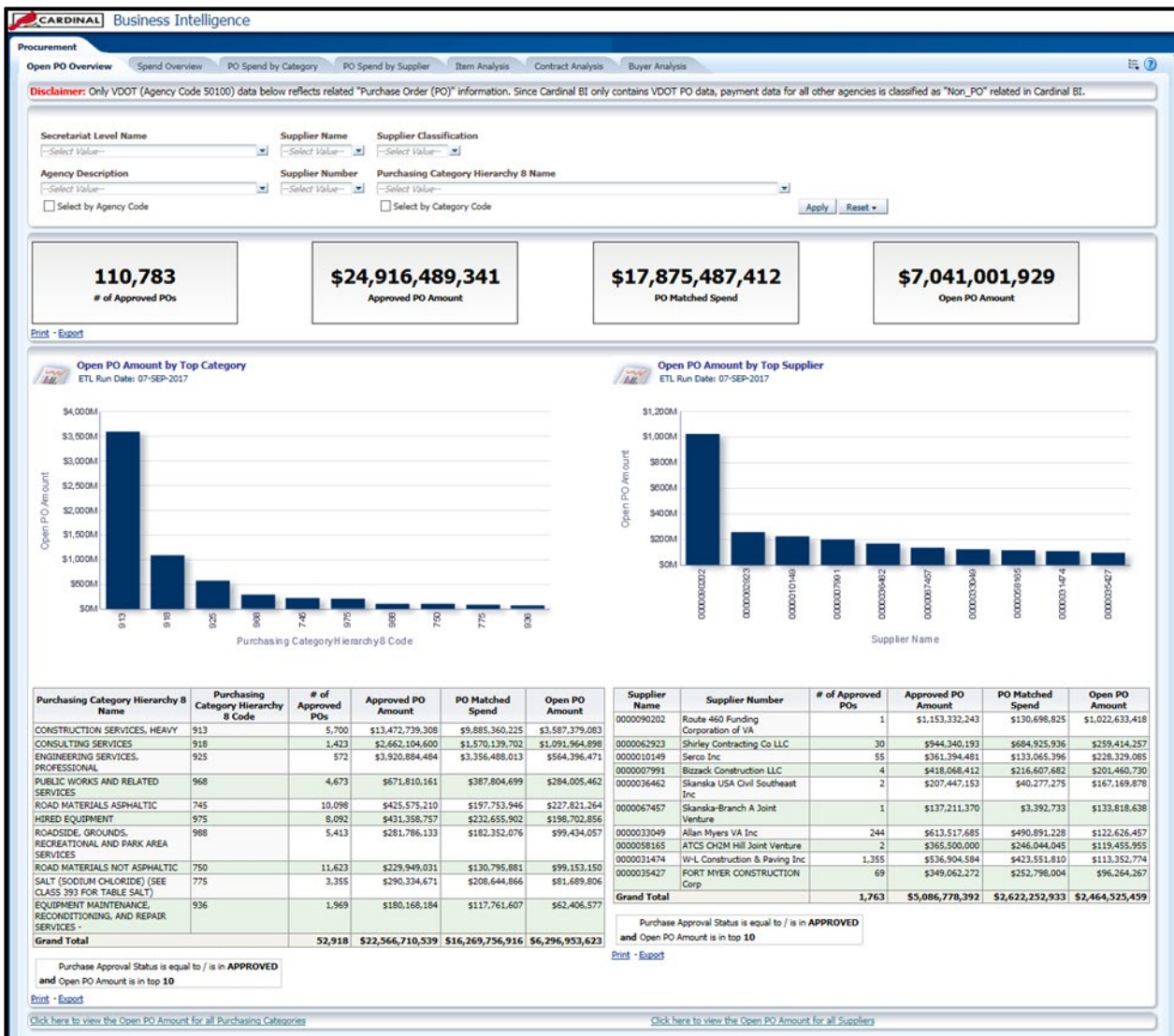
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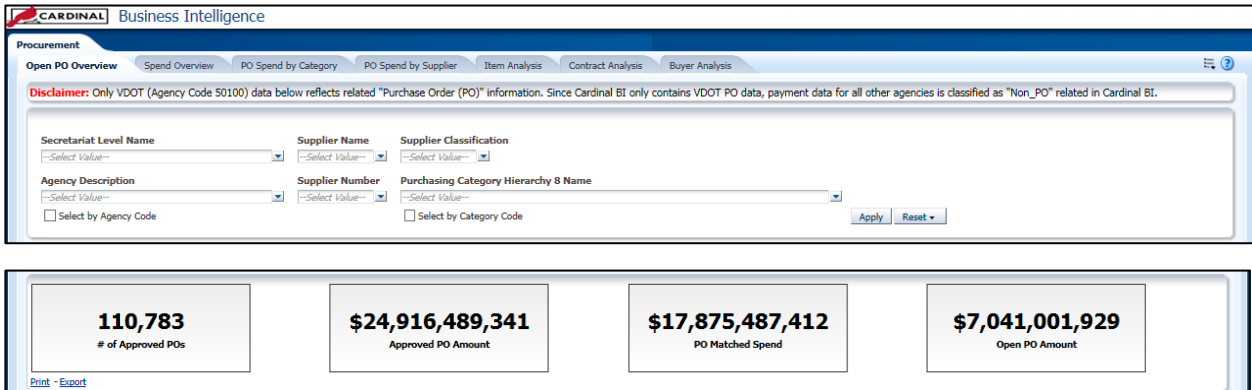
Open PO Review (dashboard page)

Reports:

- Open PO KPIs
- Open PO Amount by Top Category
- Open PO Amount by Top Supplier
- Open PO Amount for all Purchasing Categories



1. Open PO KPIs (report)



Cardinal Business Intelligence

Procurement

Open PO Overview | Spend Overview | PO Spend by Category | PO Spend by Supplier | Item Analysis | Contract Analysis | Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name:
 Agency Description:
☐ Select by Agency Code

Supplier Name:
 Supplier Number:
☐ Select by Category Code

Supplier Classification:
 Purchasing Category Hierarchy 8 Name:
☐ Select by Category Code

Apply Reset

110,783 # of Approved POs	\$24,916,489,341 Approved PO Amount	\$17,875,487,412 PO Matched Spend	\$7,041,001,929 Open PO Amount
-------------------------------------	-----------------------------------------------	---------------------------------------------	------------------------------------------

Print Export

REPORT ID: BI-R.PO.0001

LAST REVISION: 09/07/2017

DESCRIPTION: The Open PO KPIs report summarizes the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount. Users will be able to analyze the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Identify the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION TO: None

DATA:

- The data included in this report is Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

ADDITIONAL INFO:

2. Open PO Amount by Top Category (report)

CARDINAL Business Intelligence

Procurement

[Open PO Overview](#)
[Spend Overview](#)
[PO Spend by Category](#)
[PO Spend by Supplier](#)
[Item Analysis](#)
[Contract Analysis](#)
[Buyer Analysis](#)

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name
 --Select Value--

Supplier Name
 --Select Value--

Supplier Classification
 --Select Value--

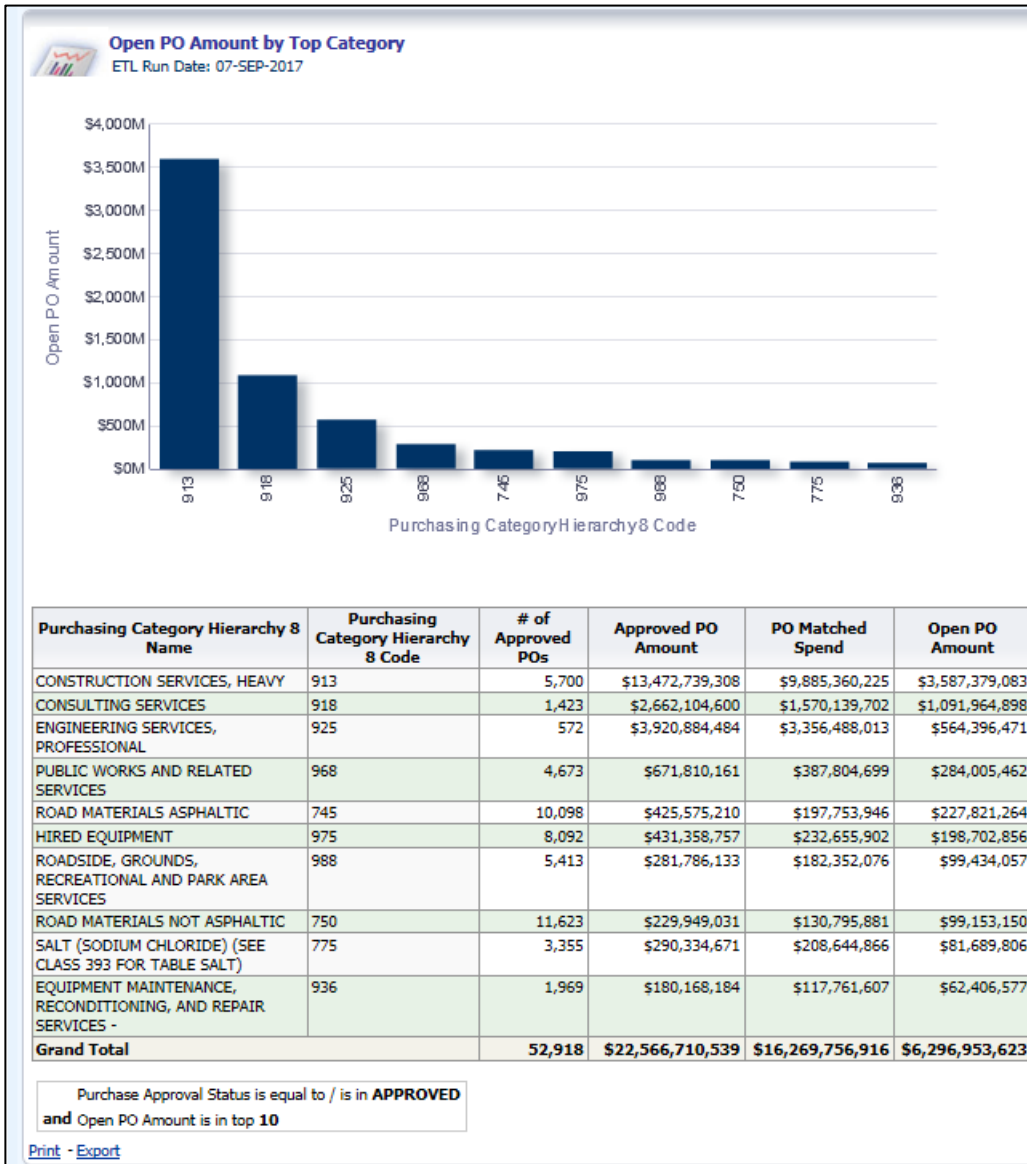
Agency Description
 --Select Value--

Supplier Number
 --Select Value--

Purchasing Category Hierarchy 8 Name
 --Select Value--

☐ Select by Agency Code
 ☐ Select by Category Code

Apply
 Reset



REPORT ID: BI-R.PO.0002

LAST REVISION: 09/07/2017

DESCRIPTION: This report summarizes the Open PO Amount by Top 10 Categories for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount. Users will be able to analyze the Open PO Amount by Top 10 Categories based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Identify the Open PO Amount by Top 10 Categories for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION TO: None

DATA:

- The data included in this report is Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

3. Open PO Amount by Top Supplier (report)

CARDINAL Business Intelligence

Procurement

[Open PO Overview](#)
[Spend Overview](#)
[PO Spend by Category](#)
[PO Spend by Supplier](#)
[Item Analysis](#)
[Contract Analysis](#)
[Buyer Analysis](#)

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name
 --Select Value--

Supplier Name
 --Select Value--

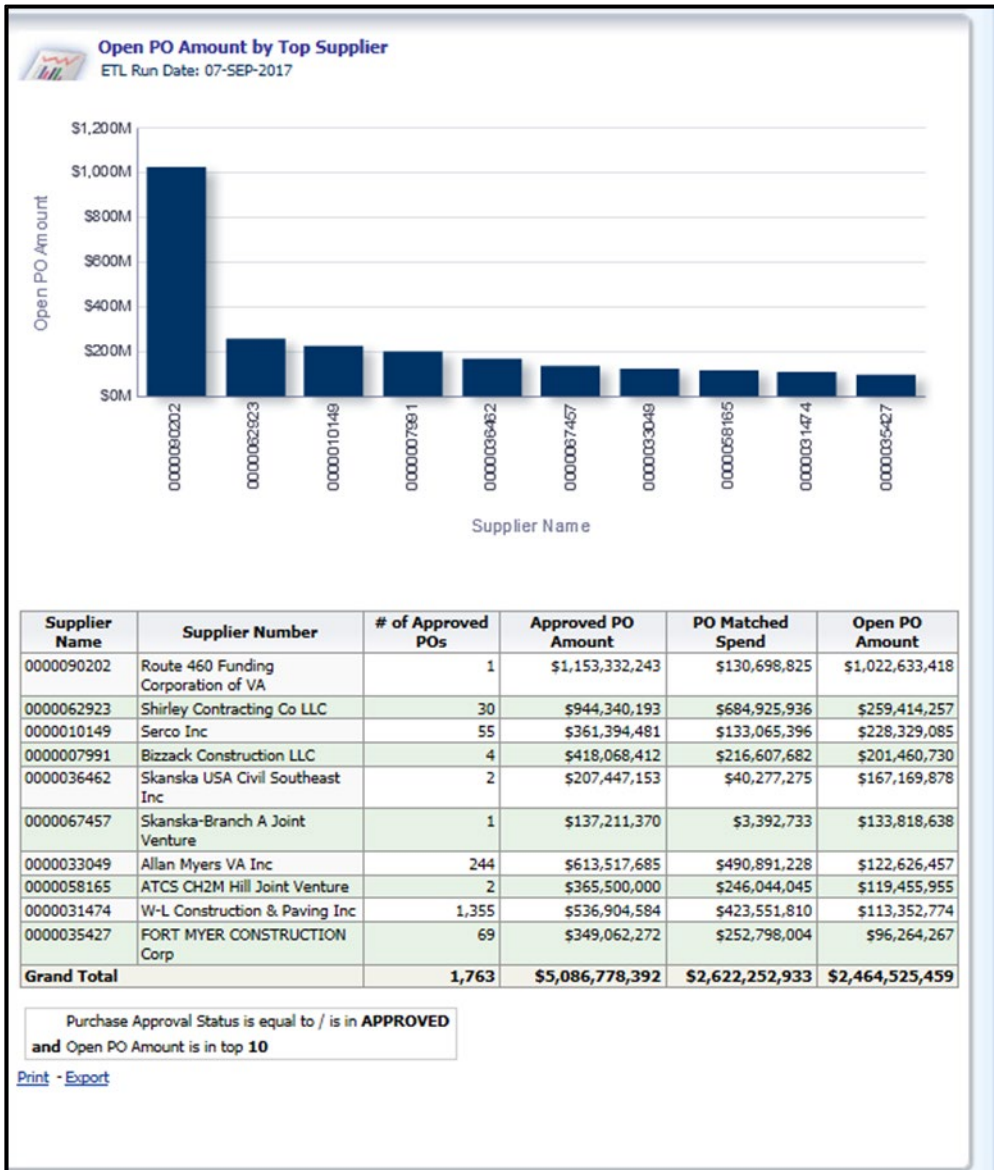
Supplier Classification
 --Select Value--

Agency Description
 --Select Value--

Supplier Number
 --Select Value--

Purchasing Category Hierarchy 8 Name
 --Select Value--

☐ Select by Agency Code
 ☐ Select by Category Code
 Apply Reset



REPORT ID: BI-R.PO.0003

LAST REVISION: 09/07/2017

DESCRIPTION: This report summarizes the Open PO Amount by Top 10 Suppliers for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount. Users will be able to analyze the Open PO Amount by Top 10 Suppliers based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Identify the Open PO Amount by Top 10 Suppliers for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION TO: None

DATA:

- The data included in this report is the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

4. Open PO Amount for all Purchasing Categories (report)

CARDINAL Business Intelligence

Procurement

Open PO Overview | Spend Overview | PO Spend by Category | PO Spend by Supplier | Item Analysis | Contract Analysis | Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name: Supplier Name: Supplier Classification:
 Agency Description: Supplier Number: Purchasing Category Hierarchy 8 Name:
☐ Select by Agency Code ☐ Select by Category Code

Apply Reset

and Open PO Amount is in top 10

Print Export

[Click here to view the Open PO Amount for all Purchasing Categories](#) [Click here to view the Open PO Amount for all Suppliers](#)

CARDINAL Business Intelligence

Procurement

Open PO Amount by Category
ETL Run Date: 07-SEP-2017

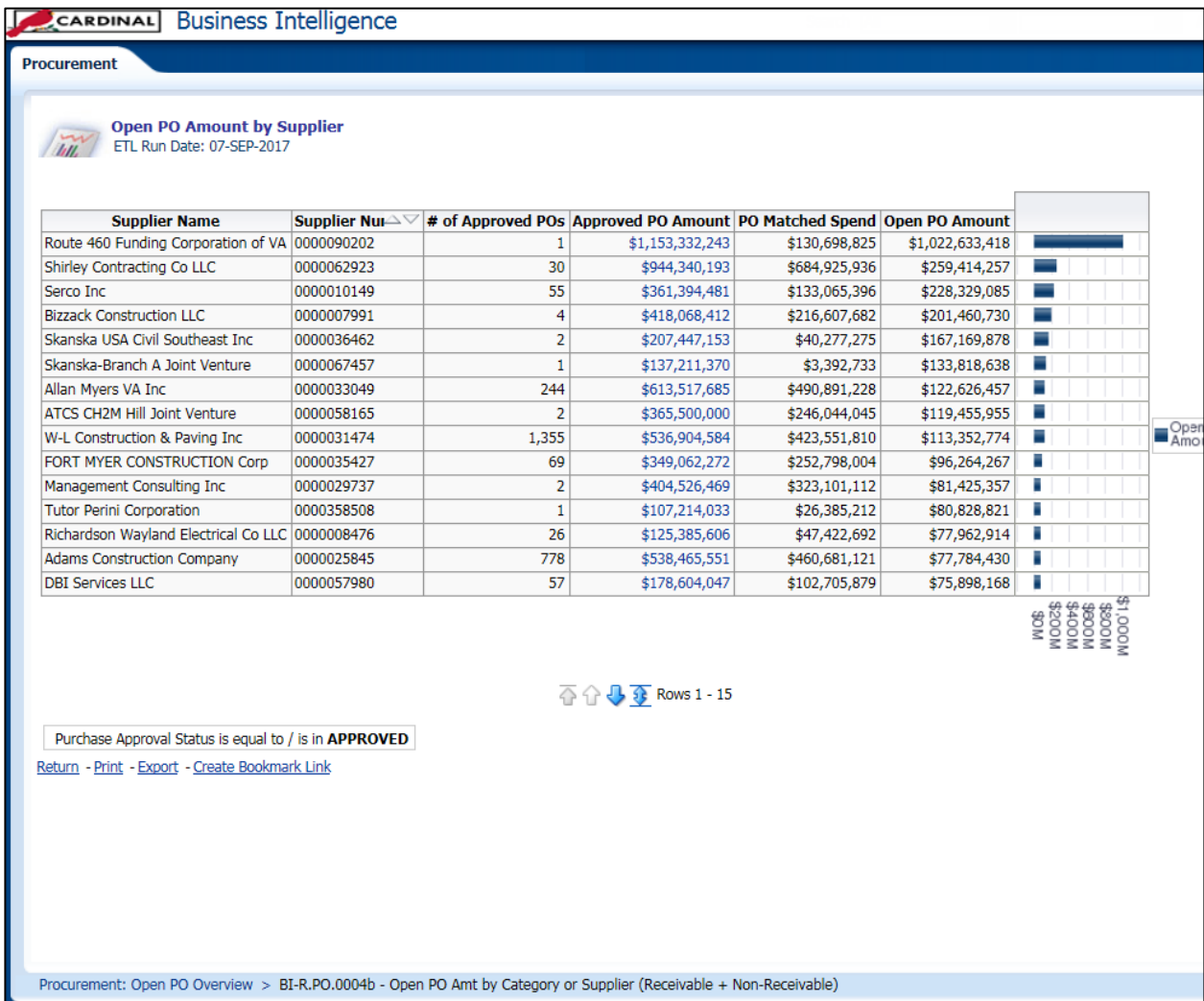
Purchasing Category Hierarchy 8 Name	Purchasing Category Hierarchy 8 Code	# of Approved POs	Approved PO Amount	PO Matched Spend	Open PO Amount
CONSTRUCTION SERVICES, HEAVY	913	5,700	\$13,472,739,308	\$9,885,360,225	\$3,587,379,083
CONSULTING SERVICES	918	1,423	\$2,662,104,600	\$1,570,139,702	\$1,091,964,898
ENGINEERING SERVICES, PROFESSIONAL	925	572	\$3,920,884,484	\$3,356,488,013	\$564,396,471
PUBLIC WORKS AND RELATED SERVICES	968	4,673	\$671,810,161	\$387,804,699	\$284,005,462
ROAD MATERIALS ASPHALTIC	745	10,098	\$425,575,210	\$197,753,946	\$227,821,264
HIRED EQUIPMENT	975	8,092	\$431,358,757	\$232,655,902	\$198,702,856
ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	988	5,413	\$281,786,133	\$182,352,076	\$99,434,057
ROAD MATERIALS NOT ASPHALTIC	750	11,623	\$229,949,031	\$130,795,881	\$99,153,150
SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)	775	3,355	\$290,334,671	\$208,644,866	\$81,689,806
EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	936	1,969	\$180,168,184	\$117,761,607	\$62,406,577
MISCELLANEOUS PROFESSIONAL SERVICES	961	2,999	\$208,290,591	\$150,291,861	\$57,998,730
HUMAN SERVICES	952	178	\$64,193,266	\$13,658,333	\$50,534,932
REAL PROPERTY RENTAL OR LEASE	971	368	\$139,883,201	\$92,270,613	\$47,612,587
DATA PROCESSING SERVICES AND SOFTWARE	920	785	\$104,671,072	\$57,505,412	\$47,165,660
ARCHITECTURAL SERVICES, PROFESSIONAL	906	653	\$59,186,021	\$14,465,210	\$44,720,810

Rows 1 - 15

Purchase Approval Status is equal to / is in **APPROVED**

[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Procurement: Open PO Overview > BI-R.PO.0004a - Open PO Amt by Category or Supplier (Receivable + Non-Receivable)



REPORT ID: BI-R.PO.0004

LAST REVISION: 09/07/2017

DESCRIPTION: This report summarizes all Open PO Amounts by Category or by Supplier for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount. Users will be able to analyze the Open PO Amount by Top 10 Categories based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Summarizes all Open PO Amounts by Category or by Supplier for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.

DRILL-DOWNS TO:

- This report also allows user to drill down on the Open PO Amount for all Purchasing Categories to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header, the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.
- No drill down on Open PO Amount for all Suppliers.

GUIDED NAVIGATION TO:

- When user clicks on an amount in the data table/report an option to move to report BI-R.PO.0024 PO Transactions is available.

LIGHT BULB NAVIGATION TO: None**DATA:**

- The data included in this report is Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount.

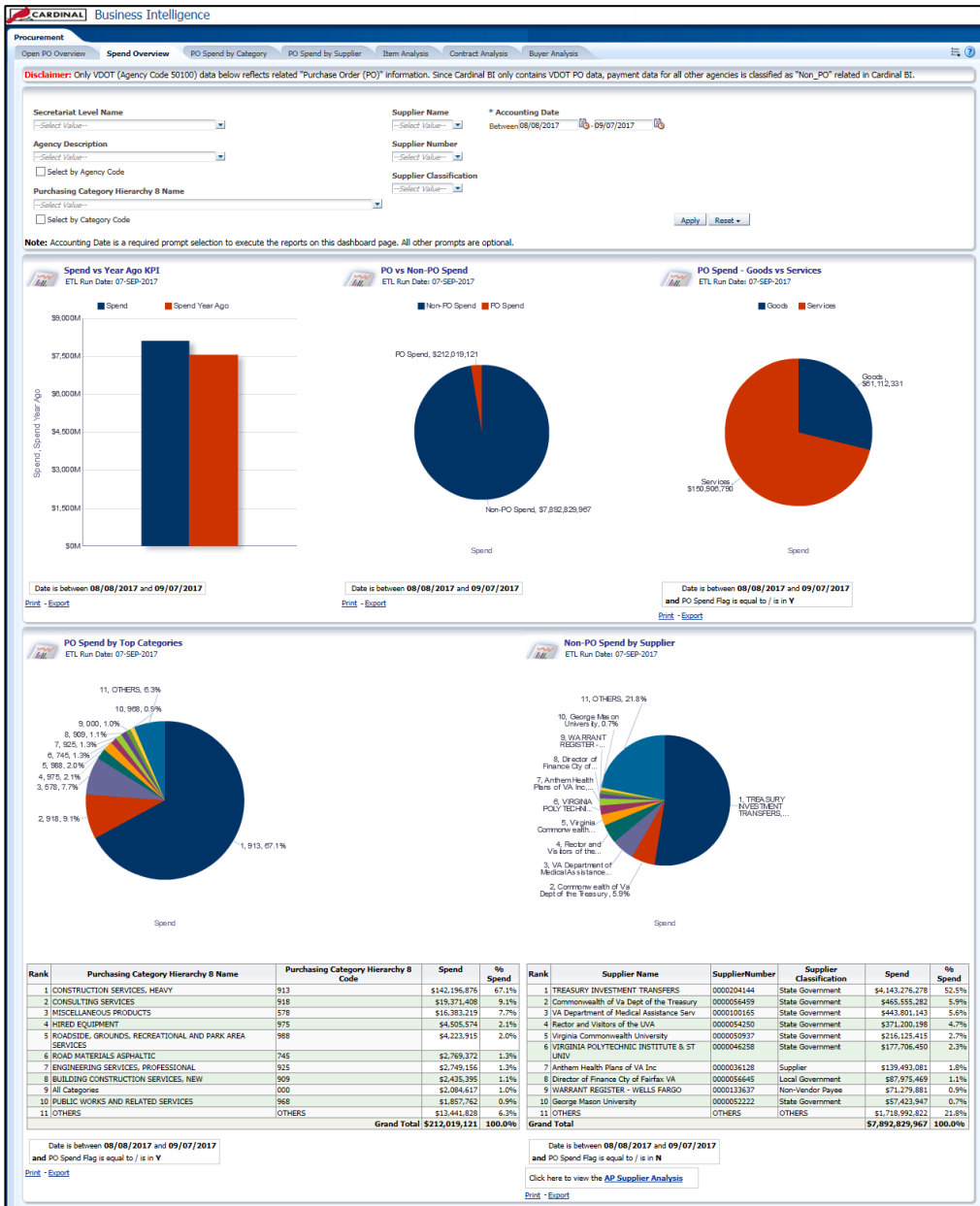
ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

Spend Overview (dashboard page)

Reports:

- Spend vs. Year Ago KPI
- PO vs. Non-PO Spend
- PO Spend: Goods vs. Services
- PO Spend by Top Categories
- Non-PO Spend by Supplier



5. Spend vs. Year Ago KPI (report)

CARDINAL Business Intelligence

Procurement

Open PO Overview **Spend Overview** PO Spend by Category PO Spend by Supplier Item Analysis Contract Analysis Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name:

Agency Description:

☐ Select by Agency Code

Purchasing Category Hierarchy 8 Name:

☐ Select by Category Code

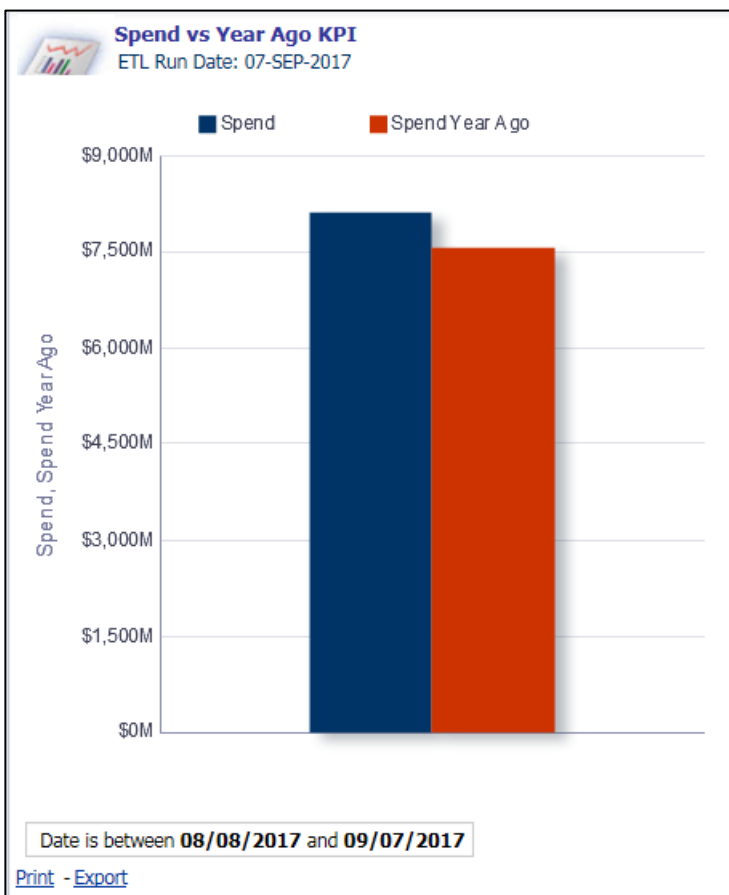
Supplier Name:

Supplier Number:

Supplier Classification:

* Accounting Date: Between and

Note: Accounting Date is a required prompt selection to execute the reports on this dashboard page. All other prompts are optional.



REPORT ID: BI-R.PO.0005

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a bar chart that compares Spend amounts based on the accounting date range selected to the same date range one year earlier. Users will be able to analyze the Spend vs Year Ago KPI based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Compares spend amounts based on the accounting date range selected to the same date range one year earlier.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.

DRILL-DOWNS: None**GUIDED NAVIGATION TO:** None**LIGHT BULB NAVIGATION TO:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns

6. PO vs. Non-PO Spend (report)

CARDINAL Business Intelligence

Procurement

Open PO Overview **Spend Overview** PO Spend by Category PO Spend by Supplier Item Analysis Contract Analysis Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name:

Agency Description:

☐ Select by Agency Code

Purchasing Category Hierarchy 8 Name:

☐ Select by Category Code

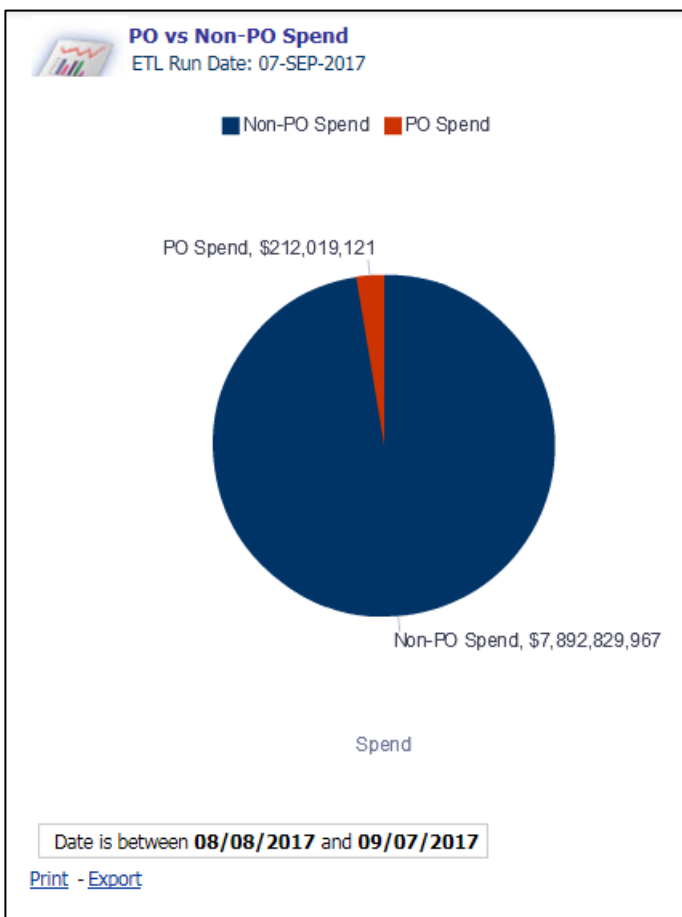
Supplier Name:

Supplier Number:

Supplier Classification:

* Accounting Date: Between and

Note: Accounting Date is a required prompt selection to execute the reports on this dashboard page. All other prompts are optional.



REPORT ID: BI-R.PO.0006

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a pie chart that analyzes the PO Spend vs. Non-PO Spend. Users will be able to analyze the PO vs Non-PO Spend based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Compares the PO Spend vs. Non-PO Spend amounts.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.

DRILL-DOWNS: None**GUIDED NAVIGATION TO:** None**LIGHT BULB NAVIGATION FROM:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

7. PO Spend: Goods vs. Services (report)**REPORT ID:** BI-R.PO.0007**LAST REVISION:** 09/07/2017

DESCRIPTION: This report displays a pie chart that analyzes the PO Spend: Goods vs. Services. Users will be able to analyze the PO Spend: Goods vs. Services based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Compares PO Spend: Goods vs. Services amounts.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.

DRILL-DOWNS: None**GUIDED NAVIGATION TO:**

- By clicking on the PO Spend - Goods vs Services pie chart the user can move to the BI_R.PO.0013 PO Spend by Category or BI_R.PO.0017 PO Spend by Supplier.

LIGHT BULB NAVIGATION FROM: None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

8. PO Spend by Top Categories (report)

CARDINAL Business Intelligence

Procurement

Open PO Overview **Spend Overview** PO Spend by Category PO Spend by Supplier Item Analysis Contract Analysis Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name:

Agency Description:

☐ Select by Agency Code

Purchasing Category Hierarchy 8 Name:

☐ Select by Category Code

Supplier Name:

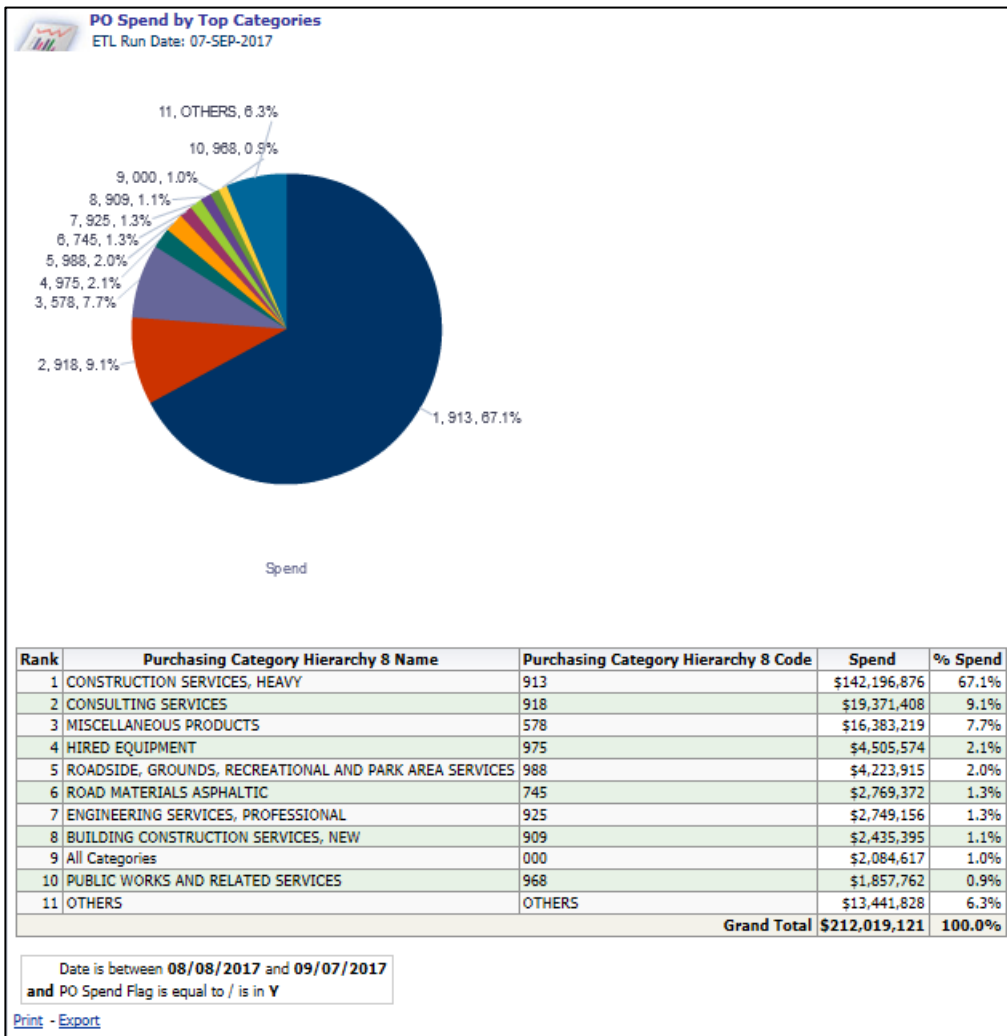
Supplier Number:

Supplier Classification:

* Accounting Date: Between 08/08/2017 09/07/2017

Apply Reset

Note: Accounting Date is a required prompt selection to execute the reports on this dashboard page. All other prompts are optional.



REPORT ID: BI-R.PO.0008

LAST REVISION: 09/07/2017

DESCRIPTION: This report analyzes the Spend by Top Categories. Users will be able to analyze the Spend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Analyzes the Spend by Top Categories based on the accounting date range selected.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns

9. Non-PO Spend by Supplier (report)

CARDINAL Business Intelligence

Procurement

Open PO Overview **Spend Overview** PO Spend by Category PO Spend by Supplier Item Analysis Contract Analysis Buyer Analysis

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Secretariat Level Name:

Agency Description:

☐ Select by Agency Code

Purchasing Category Hierarchy 8 Name:

☐ Select by Category Code

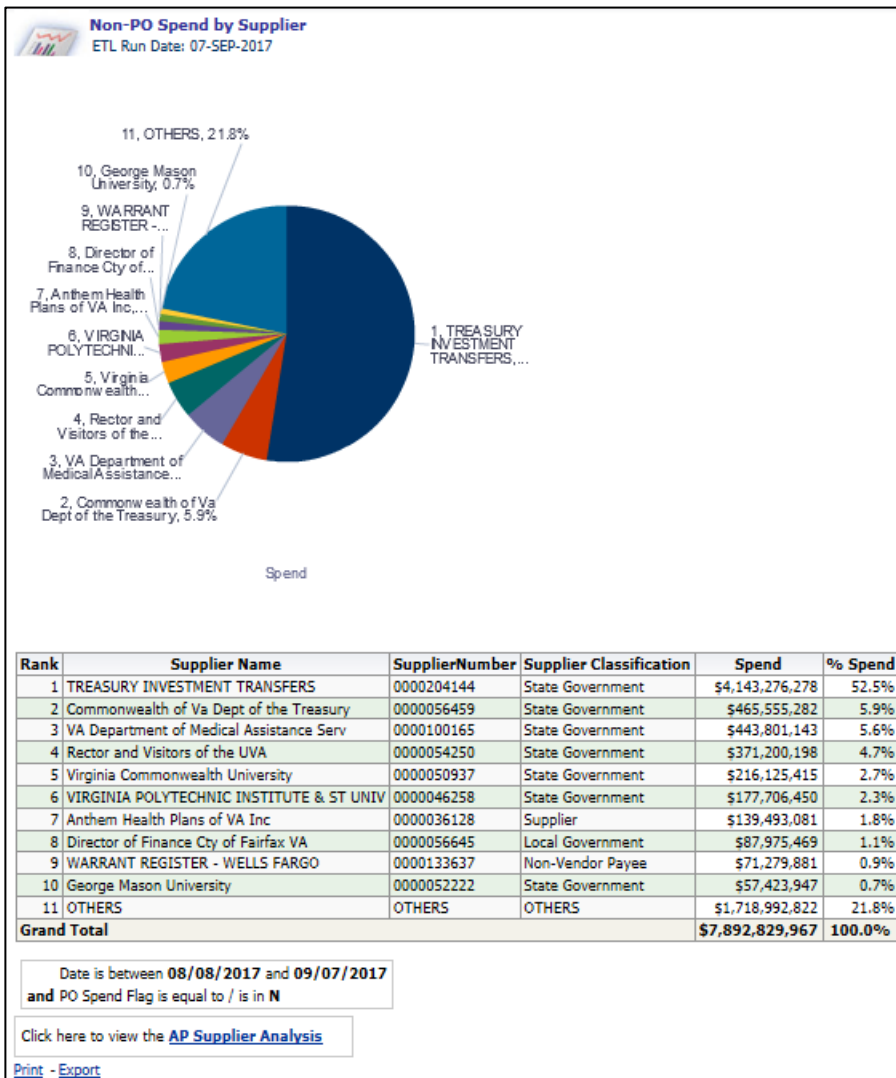
Supplier Name:

Supplier Number:

Supplier Classification:

* Accounting Date: Between to

Note: Accounting Date is a required prompt selection to execute the reports on this dashboard page. All other prompts are optional.



REPORT ID: BI-R.PO.0009

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table and a pie chart that analyzes the Non-PO Spend by Supplier. Users will be able to analyze the Non-PO Spend by Supplier based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.

PURPOSE/USE:

- Analyzes the Non-PO Spend by Supplier.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.


PO Spend by Category (dashboard page)











Reports:

- PO Spend Trend by Top Categories
- PO Spend Year over Year Trend by Top Categories
- PO Spend by Category
- Category PO Spend by Supplier



PO Spend by Category
ETL Run Date: 07-SEP-2017

Click on  to analyze PO Spend by Vendor for a specific purchasing category.

Purchasing Category Hierarchy 8 Name	Purchasing Category Hierarchy 8 Code	Spend	% Spend	
CONSTRUCTION SERVICES, HEAVY	913	\$142,196,876	67.1%	
CONSULTING SERVICES	918	\$19,371,408	9.1%	
MISCELLANEOUS PRODUCTS	578	\$16,383,219	7.7%	
HIRED EQUIPMENT	975	\$4,505,574	2.1%	
ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	988	\$4,223,915	2.0%	
ROAD MATERIALS ASPHALTIC	745	\$2,769,372	1.3%	
ENGINEERING SERVICES, PROFESSIONAL	925	\$2,749,156	1.3%	
BUILDING CONSTRUCTION SERVICES, NEW	909	\$2,435,395	1.1%	
All Categories	000	\$2,084,617	1.0%	
PUBLIC WORKS AND RELATED SERVICES	968	\$1,857,762	0.9%	

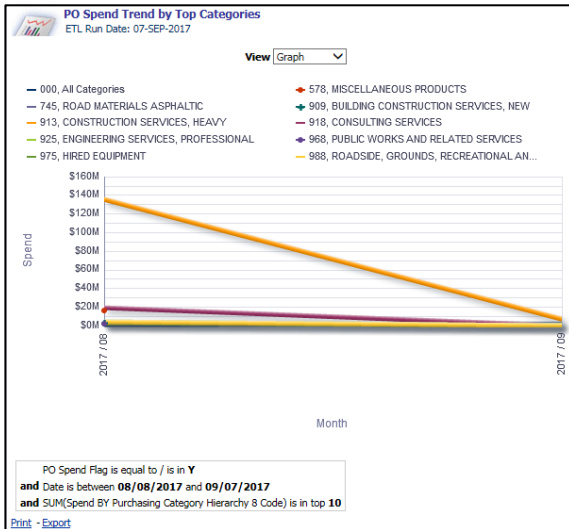
Rows 1 - 10

Date is between 08/08/2017 and 09/07/2017 and PO Spend Flag is equal to / is in Y

[Print](#) - [Export](#)

10. PO Spend Trend by Top Categories (report)

(Graph View)



(Pivot Table View)

PO Spend Trend by Top Categories
ETL Run Date: 07-SEP-2017

View: Pivot Table

Month	Purchasing Category Hierarchy 8 Name	Purchasing Category Hierarchy 8 Code	Spend	% Spend
2017 / 08	CONSTRUCTION SERVICES, HEAVY	913	\$135,521,332	68.2%
2017 / 08	CONSULTING SERVICES	918	\$19,274,156	9.7%
2017 / 08	MISCELLANEOUS PRODUCTS	578	\$16,383,219	8.3%
2017 / 08	HIRED EQUIPMENT	975	\$4,270,051	2.2%
2017 / 08	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	988	\$4,134,333	2.1%
2017 / 08	ROAD MATERIALS ASPHALTIC	745	\$2,681,489	1.4%
2017 / 08	ENGINEERING SERVICES, PROFESSIONAL	925	\$2,561,705	1.3%
2017 / 08	BUILDING CONSTRUCTION SERVICES, NEW	909	\$2,435,395	1.2%
2017 / 08	PUBLIC WORKS AND RELATED SERVICES	968	\$1,857,762	0.9%
2017 / 08	All Categories	000	\$573,492	0.3%
2017 / 08 Total			\$189,692,935	95.5%

PO Spend Flag is equal to / is in Y
and Date is between 08/08/2017 and 09/07/2017
and SUM(Spend BY Purchasing Category Hierarchy 8 Code) is in top 10

Print - Export

REPORT ID: BI-R.PO.0010

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph or a data table that analyzes the Spend Trend by Top Categories. Users will be able to analyze the Spend Trend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes the PO Spend Trend by Top Categories.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.

DRILL-DOWNS:

- From the graph view, this report allows user to drill down on the PO Spend Trend by Top Categories for a specific category to get more detail within the same report.
- From the pivot table view, this report also allows user to drill down on the PO Spend Trend by Top Categories to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

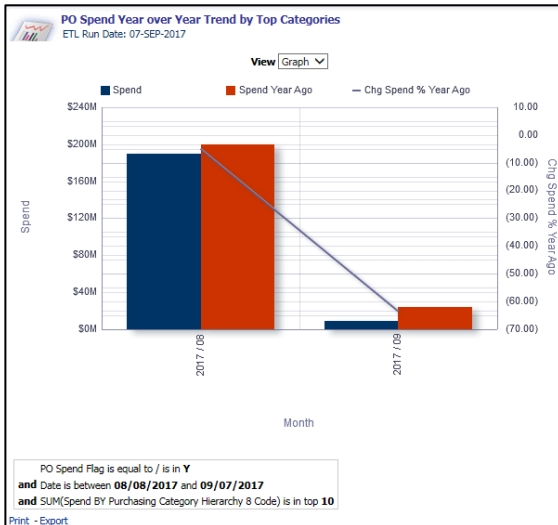
GUIDED NAVIGATION TO: None**LIGHT BULB NAVIGATION FROM:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

11. PO Spend Year over Year Trend by Top Categories (report)

(Graph View)

(Pivot Table View)



PO Spend Year over Year Trend by Top Categories
ETL Run Date: 07-SEP-2017

View: Table

Month	Purchasing Category Hierarchy 8 Code	Purchasing Category Hierarchy 8 Name	Spend	Spend Year Ago	Chg Spend Year Ago	Chg Spend % Year Ago
2017 / 08	913	CONSTRUCTION SERVICES, HEAVY	\$135,521,332	\$153,428,455	(\$17,907,122)	(11.67)
2017 / 08	918	CONSULTING SERVICES	\$19,274,156	\$22,589,993	(\$3,315,837)	(14.68)
2017 / 08	578	MISCELLANEOUS PRODUCTS	\$16,383,219	\$161,408	\$16,221,812	10,050.22
2017 / 08	975	HIRED EQUIPMENT	\$4,270,051	\$3,561,242	\$708,809	19.90
2017 / 08	988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	\$4,134,333	\$2,971,144	\$1,163,189	39.15
2017 / 08	745	ROAD MATERIALS ASPHALTIC	\$2,681,489	\$3,358,905	(\$677,416)	(20.17)
2017 / 08	925	ENGINEERING SERVICES, PROFESSIONAL	\$2,561,705	\$6,601,369	(\$4,039,663)	(61.19)
2017 / 08	909	BUILDING CONSTRUCTION SERVICES, NEW	\$2,435,395	\$4,425,387	(\$1,989,992)	(44.97)
2017 / 08	968	PUBLIC WORKS AND RELATED SERVICES	\$1,857,762	\$2,157,265	(\$299,503)	(13.88)
2017 / 08	000	All Categories	\$573,492	\$433,685	\$139,808	32.24

PO Spend Flag is equal to / is in Y
and Date is between 08/08/2017 and 09/07/2017
and SUM(Spend BY Purchasing Category Hierarchy 8 Code) is in top 10

Print - Export

REPORT ID: BI-R.PO.0011

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph or a data table that compares the Spend Year Over Year Trend by Top Categories. Users will be able to analyze the Spend Year Over Year Trend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Compares the Spend Year Over Year Trend by Top Categories.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.

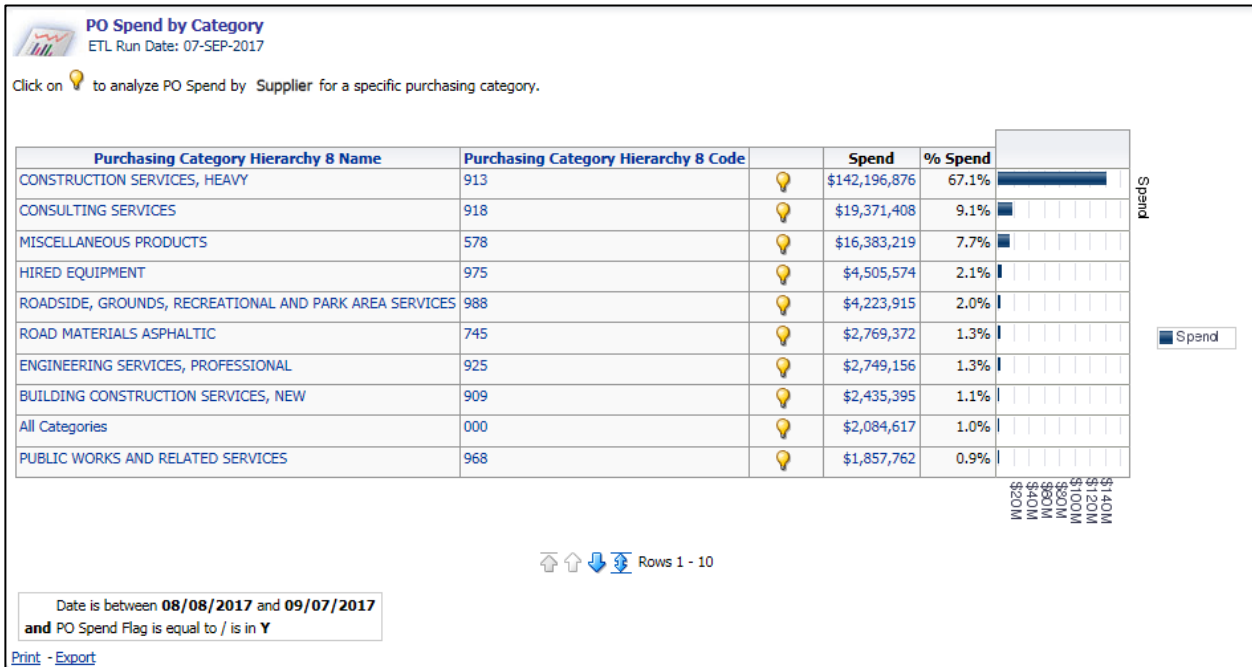
DRILL-DOWNS:

- From the graph view, this report allows user to drill down from the monthly view on the **PO Spend Year Over Year Trend by Top Categories** to a daily view within the same report.
- From the pivot table view, this report also allows user to drill down on the **PO Spend Year Over Year Trend by Top Categories** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

GUIDED NAVIGATION TO: None**LIGHT BULB NAVIGATION FROM:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

12. PO Spend by Category (report)



REPORT ID: BI-R.PO.0012

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph and a data table that analyzes the PO Spend by Category. Users will be able to analyze the PO Spend by Category based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes the PO Spend by Category.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.

DRILL-DOWNS:

- This report also allows user to drill down on the **PO Spend Year Over Year Trend by Top Categories** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

GUIDED NAVIGATION TO:

- User can click on an amount in the Spend column and navigate to Spend Transactions.

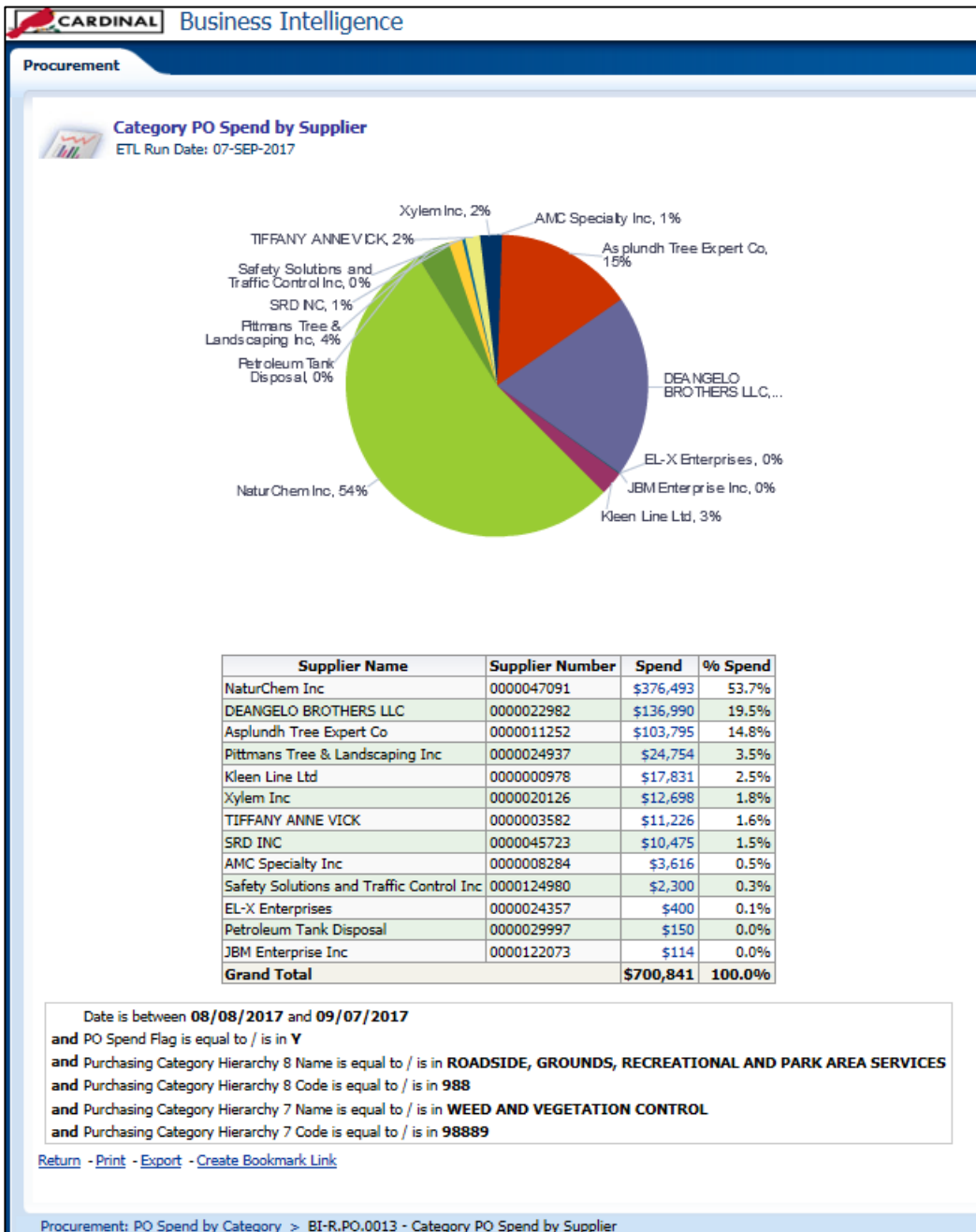
LIGHT BULB NAVIGATION FROM:

- User can click on the light bulb and navigate to Category PO Spend by Supplier.

DATA:**ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

13. Category PO Spend by Supplier (report)



REPORT ID: BI-R.PO.0013

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph and a data table that analyzes the Category PO Spend by Supplier. Users will be able to analyze the Category PO Spend by Supplier based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes the Category PO Spend by Supplier.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS: None**GUIDED NAVIGATION TO:**

- User can click on an amount in the Spend column and navigate to Spend Transactions.

LIGHT BULB NAVIGATION FROM:

- User can click on the light bulb and navigate to Category PO Spend by Supplier.

DATA:**ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

PO Spend by Supplier (dashboard page)

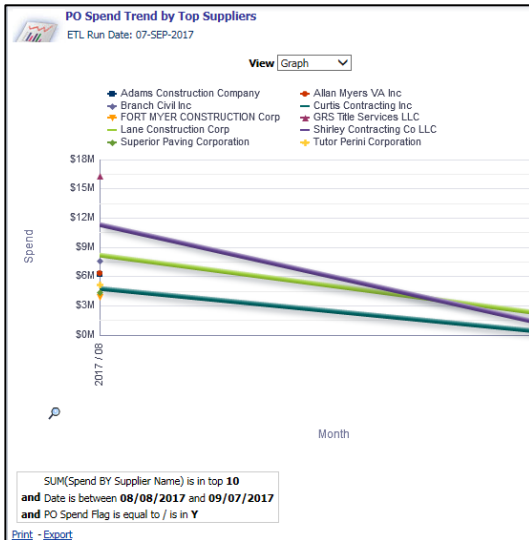
Reports:

- PO Spend Trend by Top Suppliers
- PO Spend Year over Year Trend by Top Suppliers
- PO Spend by Supplier
- Supplier PO Spend by Category



14. PO Spend Trend by Top Suppliers (report)

(Graph View)



(Pivot Table View)

PO Spend Trend by Top Suppliers
ETL Run Date: 07-SEP-2017

View: **Pivot Table**

Month	Supplier Name	Supplier Number	Spend	% Spend
2017 / 08	GRS Title Services LLC	0000109455	\$16,347,699	21.3%
2017 / 08	Shirley Contracting Co LLC	0000062923	\$11,313,185	14.7%
2017 / 08	Lane Construction Corp	0000002301	\$8,160,231	10.6%
2017 / 08	Branch Civil Inc	0000027465	\$7,585,242	9.9%
2017 / 08	Allan Myers VA Inc	0000033049	\$6,357,521	8.3%
2017 / 08	Adams Construction Company	0000025845	\$6,249,265	8.1%
2017 / 08	Tutor Perini Corporation	0000358508	\$5,155,781	6.7%
2017 / 08	Curtis Contracting Inc	0000025839	\$4,777,347	6.2%
2017 / 08	Superior Paving Corporation	0000036233	\$4,378,470	5.7%
2017 / 08	FORT MYER CONSTRUCTION Corp	0000035427	\$3,912,765	5.1%
2017 / 08	Total		\$74,237,505	96.7%

Rows 1 - 11

SUM(Spend BY Supplier Name) is in top 10
and Date is between 08/08/2017 and 09/07/2017
and PO Spend Flag is equal to / is in Y

[Print](#) - [Export](#)

REPORT ID: BI-R.PO.0014

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph or a data table that analyzes the PO Spend Trend by Top Suppliers. Users will be able to analyze the Spend Trend by Top Suppliers based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes the PO Spend Trend by Top Suppliers.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.

DRILL-DOWNS:

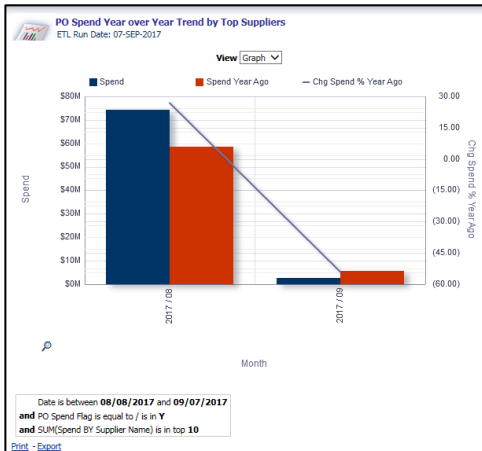
- From the graph view, this report allows user to drill down on the PO Spend Trend by Top Suppliers for a specific Supplier to get more detail within the same report.
- From the pivot table view, this report also allows user to drill down on the PO Spend Trend by Top Suppliers to get the entire amount spent for that period for all Suppliers within the same report.

GUIDED NAVIGATION TO: None**LIGHT BULB NAVIGATION FROM:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

15. PO Spend Year over Year Trend by Top Suppliers (report)

(Graph View) (Pivot Table View)



PO Spend Year over Year Trend by Top Suppliers
ETL Run Date: 07-SEP-2017

View: **Table**

Month	Supplier Name	SupplierNumber	Spend	Spend Year Ago	Chg Spend % Year Ago
2017 / 08	GRS Title Services LLC	0000109455	\$16,347,699		100.00
2017 / 08	Shirley Contracting Co LLC	0000062923	\$11,313,185	\$7,870,453	43.74
2017 / 08	Lane Construction Corp	0000002301	\$8,160,231	\$15,506,444	(47.38)
2017 / 08	Branch Civil Inc	0000027465	\$7,585,242	\$6,601,552	14.90
2017 / 08	Allan Myers VA Inc	0000033049	\$6,357,521	\$11,771,543	(45.99)
2017 / 08	Adams Construction Company	0000025845	\$6,249,265	\$8,429,327	(25.86)
2017 / 08	Tutor Perini Corporation	0000358508	\$5,155,781		100.00
2017 / 08	Curtis Contracting Inc	0000025839	\$4,777,347	\$3,159,617	51.20
2017 / 08	Superior Paving Corporation	0000036233	\$4,378,470	\$2,079,033	110.60
2017 / 08	FORT MYER CONSTRUCTION Corp	0000035427	\$3,912,765	\$3,130,352	24.99
2017 / 08 Total			\$74,237,505	\$58,548,320	26.80

Rows 1 - 11

Date is between 08/08/2017 and 09/07/2017
and PO Spend Flag is equal to / is in Y
and SUM(Spend BY Supplier Name) is in top 10

[Print](#) - [Export](#)

REPORT ID: BI-R.PO.0015

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph or a data table that compares the Spend Year Over Year Trend by Top Suppliers. Users will be able to analyze the Spend Year Over Year Trend by Top Suppliers based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Compares the Spend Year Over Year Trend by Top Suppliers.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.













DRILL-DOWNS:




- From the graph view, this report allows user to drill down from the monthly view on the **PO Spend Year over Year Trend by Top Suppliers** to a daily view within the same report.
- From the pivot table view, this report also allows user to drill down on **the PO Spend Year over Year Trend by Top Suppliers** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

GUIDED NAVIGATION TO: None**LIGHT BULB NAVIGATION FROM:** None**DATA:****ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

16. PO Spend by Supplier (report)

 PO Spend by Supplier ETL Run Date: 07-SEP-2017						
Click on  to analyze PO Spend by Purchasing Category for a specific vendor.						
Supplier Name	Supplier Number	Supplier Classification	SWaM Classification		Spend	# of Invoices
GRS Title Services LLC	0000109455	Supplier			\$16,347,699	1
Shirley Contracting Co LLC	0000062923	Supplier			\$11,890,485	5
Lane Construction Corp	0000002301	Supplier			\$9,993,427	9
Branch Civil Inc	0000027465	Supplier			\$7,585,242	5
Allan Myers VA Inc	0000033049	Supplier			\$6,357,521	60
Adams Construction Company	0000025845	Supplier			\$6,249,265	44
Tutor Perini Corporation	0000358508	Supplier			\$5,155,781	1
Curtis Contracting Inc	0000025839	Supplier			\$4,883,982	24
Superior Paving Corporation	0000036233	Supplier			\$4,378,470	52
FORT MYER CONSTRUCTION Corp	0000035427	Supplier			\$3,912,765	6



 Rows 1 - 10

Date is between **08/08/2017** and **09/07/2017**
 and PO Spend Flag is equal to / is in **Y**

[Print](#) - [Export](#)

REPORT ID: BI-R.PO.0016

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table that analyzes the PO Spend by Supplier. Users will be able to analyze the PO Spend by Supplier based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes PO Spend by Supplier.

PROMPTS:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description/Agency Code (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to last 30 days.
- Physical Product Nature (optional): Defaults to blank for all.

DRILL-DOWNS: None

GUIDED NAVIGATION TO:

- User can click on an amount in the Spend column and navigate to Spend Transactions.

LIGHT BULB NAVIGATION FROM:

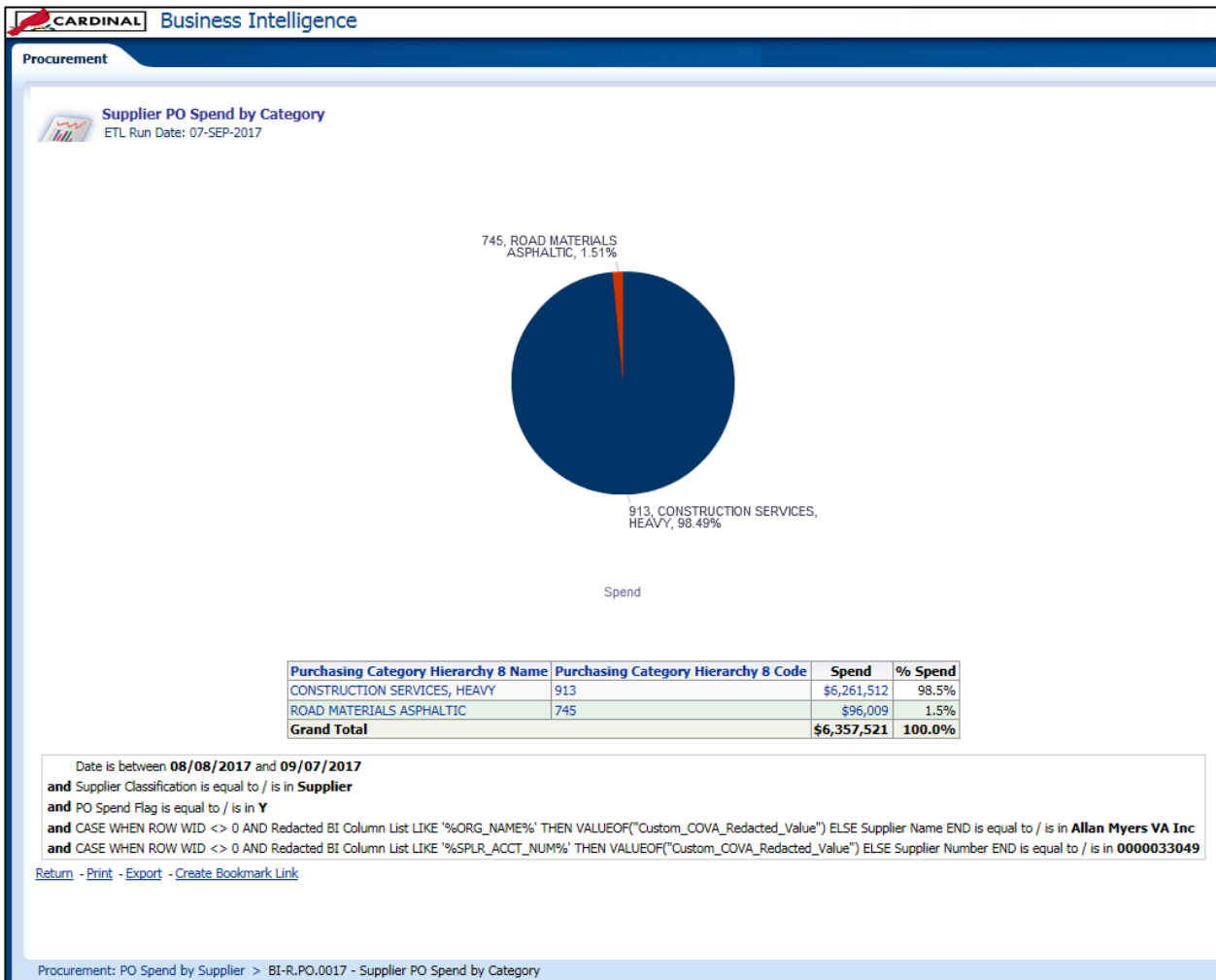
- User can click on the light bulb and navigate to Supplier PO Spend by Supplier.

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

17. Supplier PO Spend by Category (report)



REPORT ID: BI-R.PO.0017

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a pie chart and a data table that analyzes the Supplier PO Spend by Category. Users will be able to analyze the Supplier PO Spend by Category based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.

PURPOSE/USE:

- Analyzes Supplier PO Spend by Category.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS:

- This report also allows user to drill down on the **Supplier PO Spend by Category** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

GUIDED NAVIGATION TO:

- User can click on an amount in the Spend column and navigate to Spend Transactions.

LIGHT BULB NAVIGATION FROM: None

DATA:**ADDITIONAL INFO:**


- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

Item Analysis (dashboard page)

Reports:

- Spend Details by Item
- Spend Trend by Item
- Supplier Spend by Item
- Location Spend by Item

18. Spend Details by Item (report)


Business Intelligence

Procurement

[Open PO Overview](#)
[Spend Overview](#)
[PO Spend by Category](#)
[PO Spend by Supplier](#)
[Item Analysis](#)
[Contract Analysis](#)
[Buyer Analysis](#)

Disclaimer: Only VDOT (Agency Code 50100) data below reflects related "Purchase Order (PO)" information. Since Cardinal BI only contains VDOT PO data, payment data for all other agencies is classified as "Non_PO" related in Cardinal BI.

Supplier Name

Product Name

Accounting Date
Between and


Supplier Number


Product Number



Purchasing Category Hierarchy 8 Name

☐ Select by Category Code

Note: Please select at least one of the following three prompts to run the reports on this dashboard page: Purchasing Category Hierarchy 8 Name, Product Name or Product Number.


Spend Details by Item
ETL Run Date: 07-SEP-2017

Click on  to further analyze item spend by month, vendor, or location.

Product Name	Product Number		Spend	PO Matched Spend	Contract Purchase Rate	Off-Contract Purchase Rate	Min Invoice Unit Price	Average Invoice Unit Price	Max Invoice Unit Price	Potential Savings	Invoiced Quantity	UOM Code
SALT, SODIUM CHLORIDE, BULK	7754577327		\$34,927,883	\$34,927,931	99.72%	0.28%	(\$0.01)	\$89.93	\$196.20	\$34,931,405	388,393	LTN
SALT, SODIUM CHLORIDE, BULK	7754577327		(\$0)	\$0			\$0.00		\$0.00		0	__UNASSIGNED__
Grand Total			\$34,927,883	\$34,927,931						\$34,931,405	388,393	

Note: Contract Purchase Rate and Off-Contract Purchase Rate values are calculated as percentages of the PO Matched Spend amount.

Product Name is equal to **SALT, SODIUM CHLORIDE, BULK**
and Product Number is not equal to / is not in **Unspecified**
and Agency Description is equal to / is in **VA Dept of Transportation**
and Date is between **01/01/2016** and **12/31/2016**

[Print](#)
[Export](#)

REPORT ID: BI-R.PO.0018

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table that analyzes the Spend Details by Item based on total spend, on/off contract amounts, unit price, quantity purchased, and potential savings. Users will be able to analyze the Spend Details by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.

PURPOSE/USE:

- Analyzes the Spend Details by Item based on total spend, on/off contract amounts, unit price, quantity purchased, and potential savings.

PROMPTS:

- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Product Name (optional): Defaults to blank for all.
- Product Number (optional): Defaults to blank for all.
- Accounting Date Range (required): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.

Select at least one of the following three prompts to run the reports on this dashboard page: Purchasing Category Hierarchy & Name, Product Name, or Product Number.

DRILL-DOWNS: None

GUIDED NAVIGATION TO:

- User can click on the Product Name or Product Number and navigate to Contract Analysis.

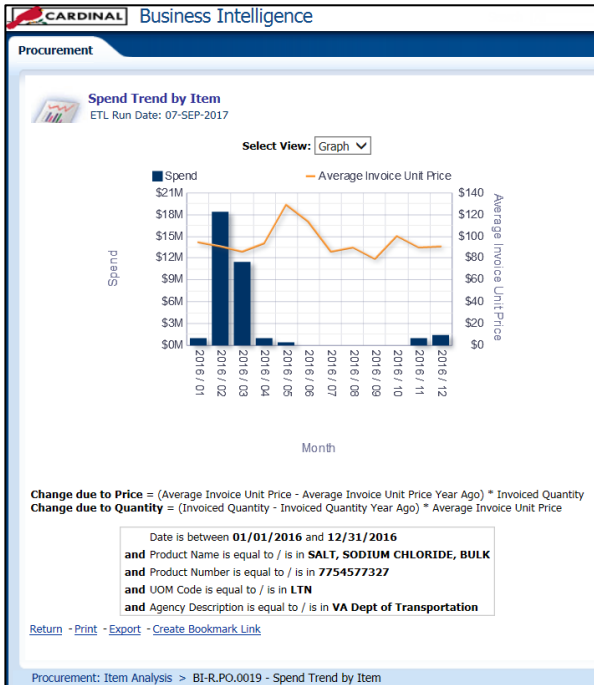
LIGHT BULB NAVIGATION FROM:

- User can click on the light bulb and navigate to Spend Trend by Item, Supplier Spend by Item, or Location Spend by Item.

DATA:**ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

19. Spend Trend by Item (report) (Graph View)



(Table View)

Business Intelligence

Procurement

Spend Trend by Item
ETL Run Date: 07-SEP-2017

Select View: **Table**

Month	Spend	Spend Year Ago	Chg Spend Year Ago	Chg Spend % Year Ago	Change due to Price	Change due to Quantity	Average Invoice Unit Price	Average Invoice Unit Price Year Ago	Invoiced Quantity	Invoiced Quantity Year Ago
2016 / 01	\$1,052,716	\$1,567,734	(\$515,017)	(32.85)	(\$44,700)	(\$451,159)	\$94.37	\$98.38	11,155	15,936
2016 / 02	\$18,384,543	\$9,951,569	\$8,432,974	84.74	\$1,914,459	\$7,276,218	\$91.05	\$81.57	201,917	122,003
2016 / 03	\$11,518,473	\$10,276,963	\$1,241,510	12.08	(\$2,122,516)	\$2,840,589	\$86.42	\$102.34	133,291	100,420
2016 / 04	\$1,034,864	\$8,548,905	(\$7,514,042)	(87.89)	\$26,387	(\$7,737,725)	\$93.65	\$91.26	11,051	93,678
2016 / 05	\$456,165	\$5,295,593	(\$4,839,428)	(91.39)	\$167,380	(\$7,908,751)	\$129.00	\$81.66	3,536	64,847
2016 / 06	\$13,261	\$3,605,645	(\$3,592,384)	(99.63)	\$3,404	(\$4,837,761)	\$113.81	\$84.59	117	42,624
2016 / 07	\$53,768	\$4,023,152	(\$3,969,384)	(98.66)	\$3,103	(\$4,215,771)	\$86.20	\$81.23	624	49,530
2016 / 08	\$13,827	\$1,799,434	(\$1,785,607)	(99.23)	\$202	(\$1,812,271)	\$89.91	\$88.60	154	20,310
2016 / 09	\$33,126	\$1,380,031	(\$1,346,905)	(97.60)	(\$10,567)	(\$1,013,154)	\$79.83	\$105.29	415	13,107
2016 / 10	\$84,839	\$1,338,746	(\$1,253,907)	(93.66)	\$6,778	(\$1,370,154)	\$100.13	\$92.13	847	14,531

Rows 1 - 10

Change due to Price = (Average Invoice Unit Price - Average Invoice Unit Price Year Ago) * Invoiced Quantity
Change due to Quantity = (Invoiced Quantity - Invoiced Quantity Year Ago) * Average Invoice Unit Price

Date is between **01/01/2016** and **12/31/2016**
 and Product Name is equal to / is in **SALT, SODIUM CHLORIDE, BULK**
 and Product Number is equal to / is in **7754577327**
 and UOM Code is equal to / is in **LTN**
 and Agency Description is equal to / is in **VA Dept of Transportation**

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Procurement: Item Analysis > BI-R.PO.0019 - Spend Trend by Item

REPORT ID: BI-R.PO.0019

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a bar chart or a data table that analyzes the Spend Trend by Item. Users will be able to analyze the Spend Trend by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.

PURPOSE/USE:

- Analyzes the Spend Trend by Item.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS:

- From the table view, this report also allows user to drill down on the Month column to get the entire amount spent by day within the same report.

GUIDED NAVIGATION TO:

- User can click on the Spend amount and navigate to Spend Transactions.

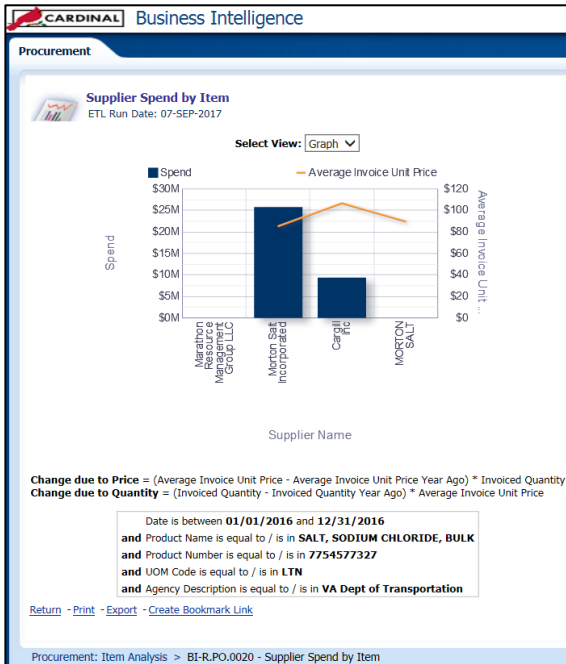
LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

20. Supplier Spend by Item (report) (Graph View)



(Table View)

Business Intelligence

Procurement

Supplier Spend by Item
ETL Run Date: 07-SEP-2017

Select View: **Table**

Supplier Name	Spend	Spend Year Ago	Chg Spend Year Ago	Chg Spend % Year Ago	Change due to Price	Change due to Quantity	Average Invoice Unit Price	Average Invoice Unit Price Year Ago	Invoiced Quantity	Invoiced Quantity Year Ago
Marathon Resource Management Group LLC		\$64	(\$64)	(100.00)				\$255.00		0
Morton Salt Incorporated	\$25,625,168	\$5,897,201	\$19,727,967	334.53	\$34,787	\$19,719,950	\$85.08	\$84.96	301,199	69,410
Cargill Inc	\$9,251,378	\$12,734,946	(\$3,483,569)	(27.35)	\$8,596	(\$3,495,412)	\$106.80	\$106.70	86,624	119,353
MORTON SALT	\$51,337	\$30,066,301	(\$30,014,964)	(99.83)	\$3,540	(\$32,241,553)	\$90.05	\$83.84	570	358,607
Grand Total	\$34,927,883	\$48,698,513	(\$13,770,630)	(28.28)	\$46,922	(\$16,017,014)	\$89.93	\$88.97	388,393	547,369

Change due to Price = (Average Invoice Unit Price - Average Invoice Unit Price Year Ago) * Invoiced Quantity
Change due to Quantity = (Invoiced Quantity - Invoiced Quantity Year Ago) * Average Invoice Unit Price

Date is between **01/01/2016** and **12/31/2016**
and Product Name is equal to / is in **SALT, SODIUM CHLORIDE, BULK**
and Product Number is equal to / is in **7754577327**
and UOM Code is equal to / is in **LTN**
and Agency Description is equal to / is in **VA Dept of Transportation**

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Procurement: Item Analysis > BI-R.PO.0020 - Supplier Spend by Item

REPORT ID: BI-R.PO.0020

LAST REVISION: 09/07/2017

DESCRIPTION:

- This report displays a bar chart or a data table that analyzes the Supplier Spend by Item. Users will be able to analyze the Supplier Spend by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.

PURPOSE/USE:

- Analyzes the Supplier Spend by Item.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS: None

GUIDED NAVIGATION TO:

- User can click on the Spend amount and navigate to Spend Transactions.

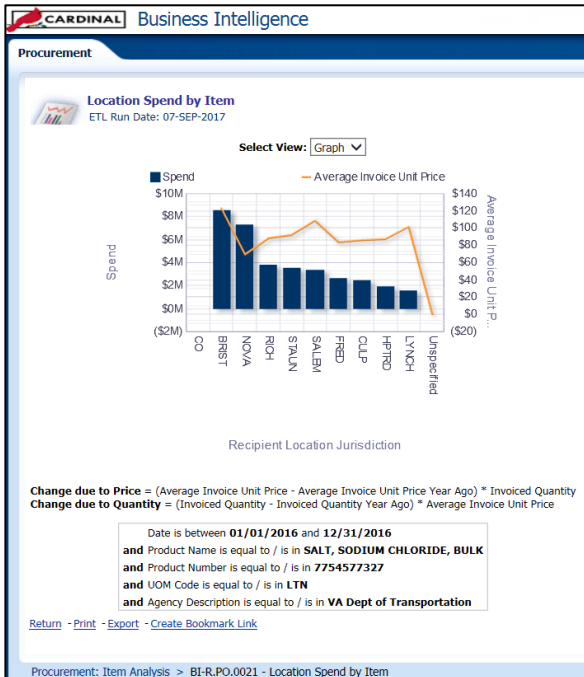
LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

21. Location Spend by Item (report) (Graph View)



(Table View)

CARDINAL Business Intelligence

Procurement

Location Spend by Item
ETL Run Date: 07-SEP-2017

Select View: **Table**

Recipient Location Jurisdiction	Spend	Spend Year Ago	Chg Spend Year Ago	Chg Spend % Year Ago	Change due to Price	Change due to Quantity	Average Invoice Unit Price	Average Invoice Unit Price Year Ago	Invoiced Quantity	Invoiced Quantity Year Ago
CO		\$833,206	(\$833,206)	(100.00)				\$111.23		7,491
BRIST	\$8,522,131	\$9,153,032	(\$630,901)	(6.89)	\$298,216	(\$962,809)	\$123.48	\$119.16	69,015	76,812
NOVA	\$7,243,258	\$12,230,549	(\$4,987,291)	(40.78)	(\$397,283)	(\$4,351,342)	\$68.90	\$72.68	105,127	168,282
RICH	\$3,773,833	\$5,356,701	(\$1,582,868)	(29.55)	(\$3,945)	(\$1,577,275)	\$88.29	\$88.38	42,745	60,610
STAUN	\$3,487,006	\$5,192,335	(\$1,705,329)	(32.84)	\$175,414	(\$1,980,365)	\$92.05	\$87.42	37,883	59,398
SALEM	\$3,384,319	\$3,975,511	(\$591,192)	(14.87)	\$4,648	(\$596,660)	\$109.07	\$108.92	31,029	36,500
FRED	\$2,649,431	\$3,576,083	(\$926,652)	(25.91)	(\$26,185)	(\$891,654)	\$83.87	\$84.70	31,591	42,223
CULP	\$2,435,684	\$4,476,000	(\$2,040,316)	(45.58)	(\$38,121)	(\$1,971,341)	\$85.63	\$86.97	28,444	51,465
HPTRD	\$1,894,163	\$2,239,257	(\$345,094)	(15.41)	(\$59,168)	(\$277,265)	\$87.69	\$90.43	21,600	24,762
LYNCH	\$1,538,104	\$1,665,874	(\$127,770)	(7.67)	(\$21,338)	(\$104,976)	\$101.69	\$103.10	15,126	16,158

Rows 1 - 10

Change due to Price = (Average Invoice Unit Price - Average Invoice Unit Price Year Ago) * Invoiced Quantity
Change due to Quantity = (Invoiced Quantity - Invoiced Quantity Year Ago) * Average Invoice Unit Price

Date is between **01/01/2016** and **12/31/2016**
and Product Name is equal to / is in **SALT, SODIUM CHLORIDE, BULK**
and Product Number is equal to / is in **7754577327**
and UOM Code is equal to / is in **LTN**
and Agency Description is equal to / is in **VA Dept of Transportation**

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Procurement: Item Analysis > BI-R.PO.0021 - Location Spend by Item

REPORT ID: BI-R.PO.0021

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a bar chart or a data table that analyzes the Location Spend by Item. Users will be able to analyze the Location Spend by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.

PURPOSE/USE:

- Analyzes the Location Spend by Item.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS: None

GUIDED NAVIGATION TO:

- User can click on the Spend amount and navigate to Spend Transactions.

LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:



Reports:

- Contract Analysis

[illegible]

REPORT ID: BI-R.PO.0022

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table that analyzes contract information by item or Supplier. Users will be able to analyze contract information based on the selection of the following prompts: Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.

PURPOSE/USE:

- Analyzes contract information by item or Supplier.

PROMPTS:

- Supplier Name (optional): Defaults to blank for all.
- Supplier Number (optional): Defaults to blank for all.
- Purchasing Category (optional): Defaults to blank for all.
- Product Name (optional): Defaults to blank for all.
- Product Number (optional): Defaults to blank for all.

At least one prompt selection is required to run this report.

DRILL-DOWNS: None

GUIDED NAVIGATION TO: None

LIGHT BULB NAVIGATION FROM: None

DATA:

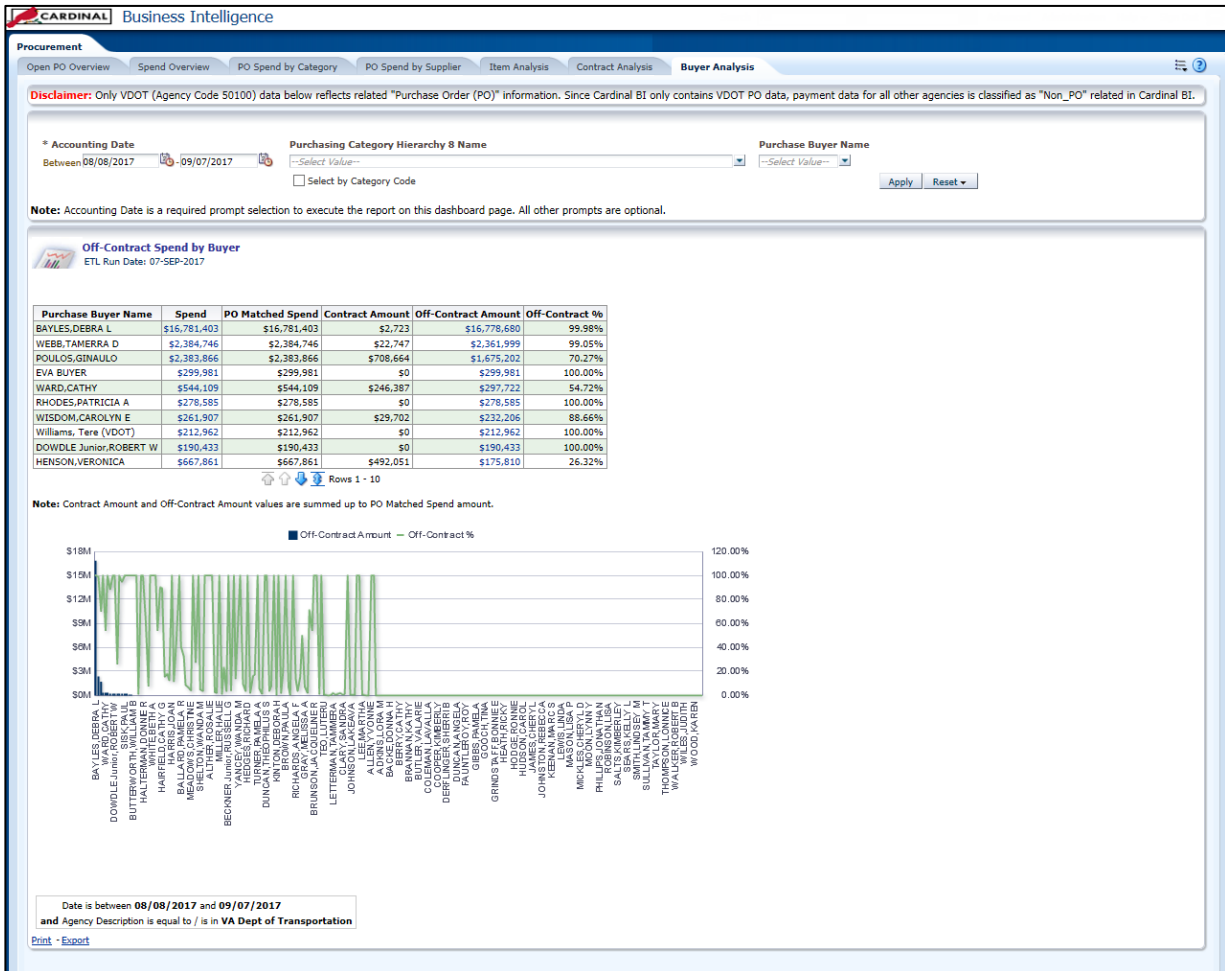
ADDITIONAL INFO:

Buyer Analysis (dashboard page)

Reports:

- Off-Contract Spend by Buyer

23. Off-Contract Spend by Buyer (report)



REPORT ID: BI-R.PO.0023

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a graph and a data table that analyzes Off-Contract Spend by Buyer. Users will be able to analyze Off-Contract Spend by Buyer based on the selection of the following prompts: Accounting Date, Purchasing Category, and Buyer Name.

PURPOSE/USE:

- Analyzes Off-Contract Spend by Buyer.

PROMPTS:

- Accounting Date Range (required): Defaults to last 30 days.
- Purchasing Category (optional): Defaults to blank for all.
- Purchase Buyer Name (optional): Defaults to blank for all.

Accounting Date is a required prompt selection to execute the report on this dashboard page. All other prompts are optional.

DRILL-DOWNS: None

GUIDED NAVIGATION TO:

- User can click on the Spend amount or Off-Contract amount and navigate to Spend Transactions. User can also click on the graph and navigate to Spend Transactions.

LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

Other Reports

Reports:

- Spend Transaction
- PO Transactions

24. Spend Transactions (report)

CARDINAL Business Intelligence																	
Procurement																	
Spend Transactions ETL Run Date: 07-SEP-2017																	
Date	Invoice Number	Invoice Line Number	Voucher ID	Supplier Name	Product Number	Product Name	Invoice Item Description	Invoice Type	Invoice Distribution Type	Invoiced Amount	Contract Spend	Off-Contract Spend	Contract Leakage	PO Matched Spend	Invoiced Quantity	UOM Code	Purchase Order Number
8/8/2017	2007		1 00769916	3D Communication Inc	08269	TELECOMMUN	170705103307-VOICE/DATA CABLIN	REG	INVDIST~DST	\$4,698	\$0	\$4,698	\$0	\$4,698	1	LO	50100~0001161493
8/14/2017	AR204542		1 00772023	Computer Aid Inc	25451	All Catego	MATTHEW SILVERIA 20 HOURS	REG	INVDIST~DST	\$2,190	\$0	\$2,190	\$0	\$2,190	20	EA	50100~0001150933
8/14/2017	AR204544		1 00772024	Computer Aid Inc	25451	All Catego	PAUL ROBERTSON 20 HOURS	REG	INVDIST~DST	\$2,190	\$0	\$2,190	\$0	\$2,190	20	EA	50100~0001150933
8/14/2017	AR204552		1 00772027	Computer Aid Inc	25451	All Catego	Kristen Johnson 175 hrs	REG	INVDIST~DST	\$16,175	\$0	\$16,175	\$0	\$16,175	175	EA	50100~0001151150
8/14/2017	AR206308		1 00771944	Computer Aid Inc	25451	All Catego	DOMINION DIGITAL SPRINT 4 EP25	REG	INVDIST~DST	\$33,225	\$0	\$33,225	\$0	\$33,225	1	EA	50100~0001156689
8/14/2017	AR206309		1 00771946	Computer Aid Inc	25451	All Catego	ENTRANCE MEETING DEVELOP IV&V	REG	INVDIST~DST	\$4,000	\$0	\$4,000	\$0	\$4,000	1	EA	50100~0001158886
8/14/2017	INV110044		1 00771999	Quarles Petroleum Inc	4050935800	TANKWAGON DELIVERY, DIESEL FUE	Middlesex AHQ - 5100 gallons d	REG	INVDIST~DST	\$8,877	\$0	\$8,877	\$0	\$8,877	5,043	1G	50100~0001162751
8/14/2017	INV110044		2 00771999	Quarles Petroleum Inc	4050935800	TANKWAGON DELIVERY, DIESEL FUE	Tank Storage Fee - \$0.006 <8n>	REG	INVDIST~DST	\$46	\$0	\$46	\$0	\$46	5,043	1G	50100~0001162751
8/14/2017	JKW4621		1 00772037	CDWG	22987	NETWORK CO	170530105724,EP#2590795	REG	INVDIST~DST	\$3,474	\$0	\$3,474	\$0	\$3,474	2	EA	50100~0001161114
8/14/2017	JKW4621		2 00772037	CDWG	22987	NETWORK CO	Cisco SMARTnet extended servic	REG	INVDIST~DST	\$956	\$0	\$956	\$0	\$956	2	EA	50100~0001161114
8/14/2017	JKW4621		3 00772037	CDWG	22987	NETWORK CO	Cisco Fourth-Generation Networ	REG	INVDIST~DST	\$1,627	\$0	\$1,627	\$0	\$1,627	2	EA	50100~0001161114
8/14/2017	SIN134183		1 00772088	Four Winds Interactive LLC	07863	SOFTWARE M	3Yr FWI Subscription-M SportII	REG	INVDIST~DST	\$14,893	\$0	\$14,893	\$0	\$14,893	1	MON	50100~0001157195
8/15/2017	IN07567		1 00772358	DISYS Solutions Inc	07863	SOFTWARE M	SmartNet Renewal-Cisco Maint.	REG	INVDIST~DST	\$13,045	\$0	\$13,045	\$0	\$13,045	1	LO	50100~0001162549
8/18/2017	31671		1 00774082	Virginia Energy and Lighting LLC	2857915000	SWITCHES, AUXILIARY, CIRCUIT B	Ametek-Gemco - 1980-406-R-SP-T	REG	INVDIST~DST	\$1,998	\$0	\$1,998	\$0	\$1,998	1	EA	50100~0001160494
8/18/2017	31671		2 00774082	Virginia Energy and Lighting LLC	2857915000	SWITCHES, AUXILIARY, CIRCUIT B	Ametek-Gemco - 1980-406L-SP-TD	REG	INVDIST~DST	\$1,998	\$0	\$1,998	\$0	\$1,998	1	EA	50100~0001160494
8/21/2017	AR207200		1 00774539	Computer Aid Inc	25451	All Catego	Dominion Digital-Sprint 5 EP#	REG	INVDIST~DST	\$33,225	\$0	\$33,225	\$0	\$33,225	1	EA	50100~0001156689
8/21/2017	PS11028964		1 00774571	DALY COMPUTERS INC	28100	COMPUTER H	170720131518 EP#2606811 ULTRA	REG	INVDIST~DST	\$8,372	\$0	\$8,372	\$0	\$8,372	52	EA	50100~0001162823
8/23/2017	B06841754		1 00775341	SHI International Corp	25451	All Catego	170706083935 ACROBAT PRO	REG	INVDIST~DST	\$331	\$0	\$331	\$0	\$331	1	EA	50100~0001162367
8/24/2017	B06921647		1 00775572	SHI International Corp	07863	SOFTWARE M	170801151132 EP#2610086 ADIIB	REG	INVDIST~DST	\$19,048	\$0	\$19,048	\$0	\$19,048	2	EA	50100~0001163244
8/24/2017	B06921647		2 00775572	SHI International Corp	07863	SOFTWARE M	170801151132 EP#2610086 ADIIB	REG	INVDIST~DST	\$4,233	\$0	\$4,233	\$0	\$4,233	4	EA	50100~0001163244
8/28/2017	B06927480		1 00776695	SHI International Corp	25451	All Catego	170804133130 EP#2611516 Acrob	REG	INVDIST~DST	\$662	\$0	\$662	\$0	\$662	2	EA	50100~0001163380
8/29/2017	B06931045		1 00776763	SHI International Corp	25451	All Catego	170802085902 EP#2611463	REG	INVDIST~DST	\$122	\$0	\$122	\$0	\$122	1	EA	50100~0001163323
8/29/2017	B06931045		2 00776763	SHI International Corp	25451	All Catego	170802085902 EP#2611463	REG	INVDIST~DST	\$122	\$0	\$122	\$0	\$122	1	EA	50100~0001163323
8/29/2017	IN07709		1 00776844	DISYS Solutions Inc	07803	NETWORKING	EP#2565530 CORE SWITCHES SERV	REG	INVDIST~DST	\$19,800	\$0	\$19,800	\$0	\$19,800	1	EA	50100~0001158268
8/29/2017	JRC2431		1 00776893	CDWG	25451	All Catego	(170707094327)EP#2600570 PDFor	REG	INVDIST~DST	\$110	\$0	\$110	\$0	\$110	1	EA	50100~0001162294
8/29/2017	VDOTITD1706		1 00776885	CyberData Technologies Inc	25451	All Catego	(160727141028) EP#2446976 O&M	REG	INVDIST~DST	\$1,346	\$0	\$1,346	\$0	\$1,346	14	EA	50100~0001145073
8/30/2017	18822		1 00777428	SiteVision Inc	25451	All Catego	170727095509 EP#2620953 RTE29	REG	INVDIST~DST	\$41,700	\$0	\$41,700	\$0	\$41,700	1	EA	50100~0001164289
8/30/2017	191380		1 00777554	Info-Tech Research Group Inc	25451	All Catego	170712125929 INFO TECH MEMBERS	REG	INVDIST~DST	\$22,972	\$0	\$22,972	\$0	\$22,972	1	LO	50100~0001162195
8/30/2017	AR208246		1 00777441	Computer Aid Inc	25451	All Catego	DOMINION DIGITAL SPRINT 6	REG	INVDIST~DST	\$33,225	\$0	\$33,225	\$0	\$33,225	1	EA	50100~0001156689
8/30/2017	SIN022248		1 00777606	Shoptech Industrial Software Corp	07863	SOFTWARE M	Shoptech Maintenance Agreement	REG	INVDIST~DST	\$5,322	\$0	\$5,322	\$0	\$5,322	1	EA	50100~0001164340
Grand Total										\$299,981	\$0	\$299,981	\$0	\$299,981	10,398		

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REPORT ID: BI-R.PO.0024

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table that analyzes Spend Transactions by voucher line detail. Users will be able to navigate to this report from one of the following reports: BI-R.PO.0012: PO Spend by Category, BI-R.PO.0013: Category PO Spend by Supplier, BI-R.PO.0016: PO Spend by Supplier, BI-R.PO.0017: Supplier PO Spend by Category, BI-R.PO.0019: Spend Trend by Item, BI-R.PO.0020: Supplier Spend by Item, BI-R.PO.0021: Location Spend by Item, BI-R.PO.0023: Off-Contract Spend by Buyer, or BI-R.PO.0025: PO Transactions.

PURPOSE/USE:

- Analyzes Spend Transactions by voucher line detail.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS:

- User can click an amount and navigate from one of the following reports:
 - BI-R.PO.0012: PO Spend by Category
 - BI-R.PO.0013: Category PO Spend by Supplier
 - BI-R.PO.0016: PO Spend by Supplier
 - BI-R.PO.0017: Supplier PO Spend by Category
 - BI-R.PO.0019: Spend Trend by Item
 - BI-R.PO.0020: Supplier Spend by Item
 - BI-R.PO.0021: Location Spend by Item
 - BI-R.PO.0023: Off-Contract Spend by Buyer
 - BI-R.PO.0025: PO Transactions

GUIDED NAVIGATION TO:

- User can click on the Purchase Order Number and navigate to PO Transactions.

LIGHT BULB NAVIGATION FROM: None

DATA:

ADDITIONAL INFO:

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.

25. PO Transactions (report)

PO Transactions
ETL Run Date: 07-SEP-2017

Purchase Order Entered Date	Contract Reference Number	Blanket Agreement Num	Agreement Type	PO Number	PO Line Number	Supplier N	Product Number	Product Name	PO Item Description	PO Amount	Contract Amount	Off-Contract Amount	Contract Leakage Amount	PO Quantity	Avg PO Unit Price
7/7/2017			Non-Agreement	50100~0001161493	1	3D Communication Inc	08269	TELECOMMUN	The Contractor shall provide all labor, parts, and materials to install voice and data cabling for the Jones Branch Connector Project, in accordance with the Contractor's Quote No. 539.	\$4,698	\$0	\$4,698	\$0	1	\$4,698.00
Grand Total										\$4,698	\$0	\$4,698	\$0	1	\$4,698.00

Product Name is equal to / is in **TELECOMMUN**
 and Purchase Order Number is equal to / is in **50100~0001161493**
 and Product Number is equal to / is in **08269**
 and CASE WHEN ROW WID <> 0 AND Redacted BI Column List LIKE '%ORIG_NAME%' THEN VALUEOF("Custom_COVA_Redacted_Value") ELSE Supplier Name END is equal to / is in **3D Communication Inc**
 and Agency Description is equal to / is in **VA Dept of Transportation**

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Procurement: Buyer Analysis > BI-R.PO.0024 - Spend Transactions > BI-R.PO.0025 - PO Transactions

REPORT ID: BI-R.PO.0025

LAST REVISION: 09/07/2017

DESCRIPTION: This report displays a data table that analyzes PO Transactions by PO line detail. Users will be able to navigate to this report from one of the following reports: BI-R.PO.0024: Spend Transactions or BI-R.PO.0004: Open PO Amount by Category or Supplier.

PURPOSE/USE:

- Analyzes PO Transactions by PO line detail.

PROMPTS:

- No prompts: the data on this report is based on the prompt values from the previous report.

DRILL-DOWNS: None

GUIDED NAVIGATION FROM:

- User can click an amount and navigate from one of the following reports:
 - BI-R.PO.0024: Spend Transactions
 - BI-R.PO.0004: Open PO Amount by Category or Supplier

LIGHT BULB NAVIGATION FROM: None

DATA:**ADDITIONAL INFO:**

- Supplier Name and Supplier Number will be redacted if the transaction is sensitive and if the Supplier name and number fields are defined in the redacted list of PeopleSoft columns.